



**BALL STATE  
UNIVERSITY**

Cardinal Central

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Cardinal Central – Student Center, Room 120 – Email: [cardinalcentral@bsu.edu](mailto:cardinalcentral@bsu.edu) – Phone: 765-285-2222

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## **WITHDRAWAL FROM ALL CLASSES**

### **1. Course Automatic Withdrawal Period**

- A. Courses that follow the full semester or term — From the first to the 45<sup>th</sup> day of classes in a semester;
- B. Summer Semester courses: first to the 30th day of classes of a summer semester;
- C. 5- or 8-Week Summer Term: first to the 15th day of classes of a summer term;
- D. For all other courses – (i.e. online independent learning courses, partial term main campus courses) — from the official start date of the course through 60% of the scheduled duration of the course.
  - 1.1 The grade of "W" is automatically given for each course in which a student is registered when withdrawal is initiated and completed during this period.
  - 1.2 Abandonment of courses without having properly followed the procedure as indicated above will normally result in the issuance of a failing grade.
  - 1.3 When a student withdraws from all courses, each faculty member is notified.

### **2. Withdrawal after the Course Automatic Withdrawal Period because of verifiable extenuating**

**circumstances:** If there are verifiable extenuating circumstances that make withdrawal from all courses necessary and academically justified after the withdrawal period, Cardinal Central may grant an exception to the above withdrawal policy. Each faculty member is responsible for determining the grade to be assigned, W or failing grade.

- 3. Credit for withdrawing from Courses:** For the purpose of calculating a refund of tuition charges, the University establishes the date of withdrawal as the date by which the student contacts Cardinal Central to initiate the withdrawal process. The process CANNOT be finalized until a completed form is submitted; forms should be submitted within the term in which you are requesting a withdrawal. All refunds will first be applied to financial aid charge backs, when applicable, and then to any unpaid items on your eBill. Any credit remaining on the account after all unpaid items are paid will be processed within 30 days after receipt of the completed withdrawal form. The refund will be based on the total fees **charged**, not on the amount **paid**. View the refund schedule at <https://www.bsu.edu/about/administrativeoffices/student-financial-services/holds-withdrawals-credits>

- 4. FINANCIAL AID:** Financial aid, including grants, scholarships, loans, VA benefits, etc., is awarded to a student under the assumption that the student will attend the entire period of enrollment for which the assistance is awarded. When a student withdraws before that period of enrollment ends, the student may no longer be eligible for the full amount of funds that the student originally received or was scheduled to receive.

The Federal Return of Title IV Funds policy requires recalculation of aid eligibility based on the percentage of the period of enrollment completed (number of days attended for the semester

divided by the total number of days in the semester minus any scheduled breaks of at least five days in length). Any unearned funds will be charged back and returned to the financial aid accounts in accordance with federal regulations. If financial aid funds have been earned and not yet received, the student may be eligible for a post-withdrawal disbursement.

Should you decide to withdraw, the Office of Financial Aid and Scholarships will perform the recalculation of aid eligibility and notify you with the results of any financial aid adjustments.

For more information contact Cardinal Central, Student Center room 120, [cardinalcentral@bsu.edu](mailto:cardinalcentral@bsu.edu) or 765-285-2222. Students receiving any Veterans Benefits must report their withdrawal to Veterans Affairs staff, Cardinal Central Student Center room 120, [vetbenefits@bsu.edu](mailto:vetbenefits@bsu.edu) or 765-285-8801.

- A. When you inform Cardinal Central of your intent to withdraw, they will notify the Office of Financial Aid & Scholarships, who will immediately begin the process of returning the financial aid funds.
- B. The adjustment and possible return of funds will occur whether or not you return your completed withdrawal form to Cardinal Central. You must notify Cardinal Central in writing if you decide to remain enrolled in one or more classes, and/or decide to cancel your request.
- C. The Federal financial aid calculation used to determine aid amounts is time sensitive and NOT the same as university tuition refund calculation.

For more information refer to [Maintaining Financial Aid Eligibility | Ball State University \(bsu.edu\)](#).

**5. HOUSING:** Students who withdraw are not eligible to remain in residence halls or university apartments. In addition, they are subject to the forfeiture of provisions as agreed to in the housing contract. Students in residence halls must vacate their rooms within 48 hours after withdrawal and must check out through their residence hall directors **AND** cancel their housing contract. If you live in the University Apartments, you will need to talk with them about your contract. Call 765- 285-5095 or email [aptooffice@bsu.edu](mailto:aptooffice@bsu.edu). Students in university apartments will be expected to vacate their apartments within 30 days of the date of withdrawal. In any case, rental charges will continue until made jointly by Student Financial Services and the Director of Housing & Residence Life or their designees. Students who plan to live in university housing in the future need to reapply and submit another housing deposit at the time of the housing contract submission.

**6. GRADUATE ASSISTANTSHIPS:** If you are a Graduate student and have an Assistantship, you will need to let your employer know of your decision. You will also need to call the Graduate Program at 765-285-1301.

**7. CHANGE OF ADDRESS:** Changes can be made at <https://myballstate.bsu.edu> under your Personal Information tab.

**8. RETURNING TO THE UNIVERSITY:** Withdrawing students who wish to register for classes following withdrawn term must indicate this in response to the question on the withdrawal form about withdrawal form about returning the next semester. Students who respond “no” but later change their minds and wish to return will need to complete the Special Application Request <https://www.bsu.edu/admissions/undergraduate-admissions/apply-now/special-applicants>.

Students who have attended other colleges since last attending Ball State University should submit a re-enrollment application and official transcripts to the Office of the Registrar by the specified deadlines. New admission decisions will be made for re-enrolling students. Questions or concerns may be directed to Cardinal Central at [cardinalcentral@bsu.edu](mailto:cardinalcentral@bsu.edu) .

**9. ADVISING:** Cardinal Central recommends that you seek the counsel of your academic advisor before any withdrawal decisions are made. You will want to discuss the impact to your degree plan and future registration.